

Chief, Management Staff

29 November 1958

Chief, Records Management Staff

Weekly Report for Week Ending 26 November 1958

1. Contributions

a. Tangible

- (1) Approved a revised Records Control Schedule for the Administrative Staff, GPO.
- (2) Completed six new and 19 revised forms.
- (3) The Records Center received 359 cu. ft. of inactive records from 6 offices; 20 cu. ft. of records destroyed, leaving a balance of 1,032 cu. ft. awaiting destruction.

b. Intangible

- (1) Made acceptable modifications in Form 1315, "Statement of Hearings and Deductions", which were agreed to by the Office of Security and thereby permitted the printing of this form by a commercial contractor.

2. Amendments - Active

a. Forms

- (1) Seven new and 23 revised forms pending.
- (2) Printing Services Division Survey.
- (3) Reduction in ██████████ Requirements for Forms.
- (4) Revision of Travel Order. Comments received on proposal from DD/P area. Comments from DD/P area needed to complete project.

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(5) Teletype Dissemination Information Reports and Systems.

(6) Revision of [REDACTED] Form.

b. Shelf Filing

- (1) Office of Personnel. Awaiting receipt of remainder of shelving from contractor.
- (2) IR/OCB. Bid for equipment awarded to Record Files, Inc. Shipment of equipment and completion of project expected within approximately 30 days.
- (3) Acquisitions Branch Library/OCB.
- (4) Map Library Division/OCB.
- (5) Office of General Counsel. Floor plan being prepared.
- (6) [REDACTED] Office/Contract Division. Plan for shelf file arrangement being prepared.

c. Filing Systems

- (1) Office of Personnel Subject-History Files. Installation in Employee Relations Bureau suspended until 3 December at request of Office.

(2) [REDACTED]

- (3) Computer Room (New Building). A trial of the system indicates that it is working effectively.

(4) Office of Communications, [REDACTED]

- (5) Office of Personnel/Contract Personnel Division.

d. Admitt and Revision of Records Control Schedule

- (1) Medical Staff. Preliminary schedules for Clinical, Support Division and Registrar Division completed and submitted for concurrence. Seven cu. ft. of records returned to the Center and five cu. ft. destroyed in office. As a result of the audit of this schedule, one 4-drawer safe and two Harbor brand file safes will be returned to stock.

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(2) OCR. Review of revised schedule completed by the
Area Records Officer in process.

e. Vital Records

(1) seventeen members of CIA who are recently assigned
to their Emergency Force were briefed on the operation
of the Vital Materials Repository.

3. Assignments - Inactive

- a. CIA-Subject-Specific Files Installations.
- b. Logistics Security Staff Card Index.
- c. Machine Records Division File Survey.

4. [REDACTED]

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- a. I accompanied Mr. [REDACTED] new Chief of [REDACTED], and three members of his staff to the Records Center. Mr. [REDACTED] seemed impressed with the operating procedures of the Center. He is currently concerned with a fairly large group of records now at Headquarters for possible transfer to the Center.
- b. The Records Center received approximately 300 cu. ft. of sensitive OCI type records from an overseas area of [REDACTED]. These records were [REDACTED]

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[REDACTED]
Logistics. There will probably be a need to review these records later.

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- c. Members [REDACTED] and Miss [REDACTED] attended the monthly luncheon meeting for American Society for Public Administration.

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Orig - Addressee

1 - Mr [REDACTED]

1 - R [REDACTED]

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Mgt/S/RMS/

: film (28 Nov 1958)

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